



**COMMONWEALTH OF MASSACHUSETTS**  
**Office of Consumer Affairs and Business Regulation**  
**DIVISION OF INSURANCE**

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## **Domestic Insurance Company Home Office Address Change Instructions**

A Massachusetts domestic insurance company that changes its **statutory home office address** **must** have this change **approved** by the Commissioner of Insurance **prior** to filing the change with the Secretary of the Commonwealth of Massachusetts, in accordance with Massachusetts General Laws, Chapter 175, Section 34.

1. The Company must file **two (2)** original, completed Certificate of Change in Principal Office Forms with the Commissioner of Insurance. The Secretary or the Assistant Secretary of the Company must sign these forms.

The Certificate of Change in Principal Office Form is available from the Secretary of the Commonwealth of Massachusetts and may be downloaded from the Secretary of the Commonwealth of Massachusetts Corporations Division website at  
<http://corp.sec.state.ma.us/portal/OldCorpWeb/cordpc/dpcfrm.htm>

2. Once the Commissioner of Insurance has approved the Certificate of Change in Principal Office Forms they will be returned to the Company for filing with the Secretary of the Commonwealth of Massachusetts.
3. After the Change in Principal Office Forms have been filed with and approved by the Secretary of the Commonwealth of Massachusetts, one copy of the approved form must be returned to the Division of Insurance.
4. There is no fee for this filing.

Please forward these items to:

Commonwealth of Massachusetts  
Division of Insurance  
Company Licensing Section  
One South Station  
Boston, MA 02110-2208